

## **OBTAINING CONSTRUCTION PLANS REVIEW FOR DAY CARE FACILITIES FOR ADULTS**

Construction Documents (Building Plans and Specification) written approval must be obtained from the Department's Division of Health Facilities Construction (DHFC) before any construction/ renovations begin. The first step is to assemble the Construction Documents for submission to DHFC. Construction Documents for Day Care Facilities for Adults serving 6 or more clients are considered Institutional (I-4) Occupancy and the Construction Documents must be prepared by a South Carolina licensed architect or engineer. Construction Documents for Day Care Facilities for Adults serving 5 or less participants must be submitted for review and must be drawn to scale, but are not required to be drawn by a South Carolina licensed architect or engineer. Day Care Facilities for Adults do not require a Certificate of Need. All buildings, new and existing, being licensed for the first time or changing their licensed to provide a different service must meet the current codes and regulations.

All reviews performed by the Division of Health Facilities Construction are done on an APPOINTMENT ONLY basis with the owner or owners representative(s) present. "Mail in" reviews are not done. Please Do Not Mail In construction documents. They will not be reviewed.

The following documentation must also be submitted at the appointment review (the project or drawings cannot be approved without this documentation).

1. A description of the project;
2. Water and sewer permits (or letters indicating that the water and sewer are available);
3. Zoning permit;
4. Local Fire department letter, stating that the proposed site meets all local fire codes and ordinances;
5. Sprinkler specification sheet, if required;
6. Separate duplicate plan for any commercial kitchen in the project.

If you are making any changes or modifications to an existing licensed facility, plans and a review are necessary before construction begins. Changes include any change to the physical plant of a licensed facility that has an effect on the function or use of an area, structural integrity, active and passive fire safety systems, exit corridors, and door and/or wall assemblies. Cost of a project has no bearing on whether a review is needed.

**Because this office often has a several week backlog it is suggested that appointments be made as soon as the expected review date is determined.**

**When you come for your Construction Documents review, bring the following with you: One (1) complete set of plans, and specifications. This will remain our office copy.**

**If construction is delayed for a period of twelve months from the time of approval of final drawings, a new evaluation and/or approval is required.**

**At the final inspection, DHFC will check all of the items in the appropriate checklist and exercise all of the systems. The final inspection is conducted when the architect or owner requests the inspection. When DHFC comes, we expect the building to be finished including "owner installed" items. The building is to be cleaned, and ready to occupy by the owner. (It is not necessary to have all furniture in place for the construction inspection; however, the furniture must be in place for the licensing inspection.)**

**Upon satisfactory completion of the construction inspection, a "Notice of Completion" will be issued to the Division of Health Licensing (DHL) indicating that the project construction is accepted as ready for occupancy. The owner must arrange for a visit by a DHL representative prior to participant occupancy. DHL will not visit until DHFC has indicated acceptance of construction.**

**Prior to completion of the project, certain documentation is required at the final inspection and before close-out of the project. The project will not be approved without this required documentation. To aid in compiling the required documentation, a checklist is furnished. On this form, enter the dates of the letters of certification. The letters of certification must indicate that the systems "have been tested and found to be operating satisfactorily." In these letters, it is unacceptable to state "that the systems have been installed according to code." The certification letter(s) should be "copies;" the originals are to be retained by the owner.**